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7 February 1957

MEMORANDUM TO: SSA-DD/S

SUBJECT: Recommendations Contained in Report of Inspector
General's Survey, WH Division

1. Among the recommendations made by the Inspector General are some of an administrative nature which are beyond the competence of the Division and are believed to be either your office's action or that of the DD/S. There are other recommendations which the Division can take action on for its own interest but which appear to be of broader interest, and they will also be listed below.

2. Recommendations and appropriate indications of action already being taken by WHD are:

a. It is recommended that Chief of Station should have the authority with the concurrence of the Division Chief to write off all small amounts where he is certain there is no malfeasance or maladministration.

No action by WH Division.

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These recommendations have been discussed with Mr. [REDACTED] of the Security Office, who is about to visit several of our stations. He concurred in the suggestion regarding telephone

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jacks and will discuss this with the various station chiefs. He did not concur in the radio concept, saying that it usually was not effective. The over-all subject of general improvement of security has, to our knowledge, not been raised with the

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c. It is recommended that the DD/P request the DD/S to review the Agency system for assigning automobiles and insure that in the future only those vehicles that blend into a cover situation as described by the station will be sent to the field even if it requires the purchase of foreign made automobiles.

No specific action has been taken on this by WH, but we will insure that any requests for vehicles for WH stations will be reviewed in the light of this recommendation.

d. It is recommended that the DD/P request the Office of Logistics to delegate to the chiefs of the field stations considerably more authority for the handling of the property within a field station area and simplify its reporting procedures.

No action by WH.

e. It is recommended that WH Division establish a tickler system for every item of administrative support requested by the field and that the Division take an aggressive attitude in insisting that the support offices provide satisfactory solutions to all requests at an early date.

WH Division is devising such a system and will install it within the next few days. It is our intention to alert the support offices to the fact that items referred to them have suspense dates established in our particular system and that whenever early action is not forthcoming, written follow-up paper will be sent with information copies to your office and, where it appears appropriate, to the I. G.

f. It is recommended that the WH Administrative Staff review the instructions given to all stations on Logistics matters and provide the station with clear, concise and consistent instructions requiring the least feasible administrative activity.

We believe this is a conflict between Communications Supply and Logistics Supply procedures.


Chief, WHD

cc: I&R Staff

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